

2016 - 2017 EXECUTIVE CALENDAR

Important Deadlines for Colleges/Schools/Departments/Programs

Date for Submission	Data Required by Administrative Offices	Submit to
2016		
	Class Schedule Production and Academic Planning Database (APDB) deadlines for departments and colleges can be found at: http://academic.sfsu.edu/ar/sched/calendars.php	Academic Resources
	Course and Program Submission Review Calendars: https://air.sfsu.edu/curriculum	Curriculum Coordinator
1. As requested by Provost's Office	Fall 2016 tenure-track recruitment requests from Deans.	Faculty Affairs
2. 8 - 12	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work for Summer graduation, 2016.	Division of Graduate Studies
3. 8 - 12	Requests for Winter Intersession 2016-2017 teaching assignments.	Dean, College of Extended Learning
4. 8 - 15	Fall 2016 new graduate student orientation	Division of Graduate Studies
5. 8 - 23	Notify colleges and departments with list of tenured faculty to be reviewed.	Faculty Affairs
6. 9 - 1	Name and academic rank of members and chairs/equivalent unit directors of departmental RT and promotions committees, and any remaining new or updated departmental policies.	Faculty Affairs <i>VIA</i> Deans
7. 9 - 1	Spring Miscellaneous Category III Course Fees Due	SAEM
8. 9 - 6	Notify faculty who are due for post-tenure review.	Department Chairs
9. 9 - 14	Last day to drop without a "W" grade	Registrar
10. 9 - 14 (9 - 9*)	WPAF closes for faculty in their first and second probationary year. (<i>See Supplement for Notice Dates and Actions.</i>)	Department RTP Committee
11. 9 - 14	Last day to add classes via instructor initiated permission numbers.	Registrar
12. 9 - 27 (9 - 22*)	WPAF closes for faculty being considered for promotion or tenure . (<i>See Supplement for Notice Dates and Actions.</i>)	Department RTP Committee
13. 9 - 30	Last day for undergraduate and graduate students to file Application for Degree for Fall/January 2017.	Registrar/Division of Graduate Studies
14. 10 - 3	Applications for Difference in Pay Leaves. (Eligibility clearance required before submission to department committees.)	Department Chairs/Equivalent Unit Directors

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15. 10 - 3	Applications for Sabbatical Leaves. (Eligibility clearance required before submission to college committees.)	Deans
16. 10 - 3	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave in Spring 16 and AY 15-16.	Provost/V.P. Academic Affairs via Faculty Affairs
17. 10 - 3	Applications for Presidential Award for Professional Development of Probationary Faculty.	Deans
18. 10 - 7	Requests for Spring Semester 2017 Extended Learning teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Extended Learning
19. 10-10 (9 - 30*)	Recommendations from RTP Committees regarding faculty serving in their first and second probationary year. (See Supplement for Notice Dates and Actions.)	Department Chairs/ Equivalent Unit Directors
20. 10 -15	Text requisitions for Winter and Spring 2017 due from departments.	SFSU Bookstore
21. 10 -17 (10-12*)	WPAF closes for faculty in their third , fourth , and fifth probationary year. (See Supplement for Notice Dates and Actions.)	Department RTP Committee
22. 10 - 19	Fall 2016 CR/NC option sign-up deadline.	Registrar
23. 10 - 27 (10-17*)	Tenure recommendations from RT committees regarding faculty serving in their tenure review year and any other faculty being recommended for tenure. (See Supplement for Notice Dates and Actions.)	Department Chairs/ Equivalent Unit Directors
24. 10 - 27 (10-17*)	Recommendations from department promotions committees for promotion to the rank of associate and full professor. (See Supplement for Notice Dates and Actions.)	Department Chairs/Equivalent Unit Directors
25. 11 - 1	Summer Miscellaneous Category III Course Fees Due	SAEM
26. 11 - 1	Last day for departments to file Advancement to Candidacy and Proposal for Culminating Experience Requirement forms for Spring Semester 2017 graduates.	Division of Graduate Studies
27. 11 - 4 (10 -25*)	Recommendations from department chairs/equivalent unit directors regarding faculty serving in their first and second probationary year. (See Supplement for Notice Dates and Actions.)	Deans
28. 11-18 (11-8*)	Recommendations from RT committees for faculty serving in their third , fourth and fifth probationary year. (See Supplement for Notice Dates and Actions.)	Department Chairs/Equivalent Unit Directors

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29. 11-28 (11-18*)	Recommendations from department chairs/equivalent unit directors for promotion to the rank of associate and full professor. (See Supplement for Notice Dates and Actions.)	Deans/University Librarian
30. 11-28 (11-18*)	Tenure recommendations from department chairs/equivalent unit directors for faculty serving in their tenure review year and for other faculty being recommended for tenure (See Supplement for Notice Dates and Actions.)	Deans
31. 12 - 2	2016-2017 Bulletin Copy due	Academic Planning & Development
32. 12 - 2	Applications from temporary faculty seeking appointments for Spring 2017.	Department Chairs/Equivalent Unit Directors
33. 12 - 19 (12-9*)	First and second year probationary faculty review and recommendations from deans. (See Supplement for Notice Dates and Actions.)	Faculty Affairs
34. 12 - 21	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Fall 2016 graduation.	Division of Graduate Studies
2017		
<i>Not all deadlines for Spring semester are finalized at this time. Therefore, any new deadlines published by individual offices will supercede the deadlines published in this calendar.</i>		
35. 1 - 4	Fall 2016 grades due.	Registrar
36. 1 - 19 (1-9*)	Recommendations from department chairs/equivalent unit directors regarding faculty serving in their third , fourth and fifth probationary year. (See Supplement for Notice Dates & Actions.)	Deans
37. 1-30 (1-20*)	Recommendations from college deans for promotion to the rank of associate and full professor. (See Supplement for Notice Dates and Actions.)	Faculty Affairs & Univ. Tenure and Promotions Committee
38. 1 - 30 (1-20*)	Tenure recommendations from college deans for faculty serving in their tenure review year and for other faculty being recommended for tenure . (See Supplement for Notice Dates and Actions.)	Provost/V.P., Academic Affairs via Faculty Affairs
39. 2 - 1	Fall Miscellaneous Category III Course Fees Due	SAEM
40. 2 - 10	Spring 2017 Last day to drop without a "W" grade.	Registrar
41. 2 - 10	2016-2017 Instructionally Related Activities Program Budgets from college deans.	Provost/V.P., Academic Affairs
42. 2 -10	Last day to add via instructor initiated permission numbers.	Registrar

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43. 2 - 13	Notification by Faculty Affairs of department chair/equivalent unit director review and appointments for Spring 2017.	Deans/University Librarian
44. 2 - 17	Last day for undergraduate and graduate students to file Application for Degree and/or Credential for Spring/May 2017 graduation and Summer/August 2017 (to attend May Commencement).	Registrar/Division of Graduate Studies
45. 2 - 20	Faculty cap and gown rental starts for Commencement.	SFSU Bookstore
46. 3 - 3	List of faculty who have retired with emeritus status since May 2016 and faculty who will retire with emeritus status at the close of Spring 2017 from college deans.	Faculty Affairs
47. 3 - 3	Report and abstract of sabbatical, difference in pay leave, and Presidential Awards from faculty on leave during Fall 2016.	Provost/V.P., Academic Affairs via Faculty Affairs
48. 3 - 10	Departments'/Units' recommendations of selection of chairs/directors.	Deans
49. 3 -10 (2-28*)	Recommendations from college deans for faculty serving in their third, fourth, and fifth probationary year. (<i>See Supplement for Notice Dates and Actions.</i>)	Faculty Affairs
50. 3 - 14	Departmental Committee Report of Chairs'/Directors' mid-term feedback.	Dept. Chair/Program Director
51. 3 - 15	Text requisitions for Summer 2016 due from departments/instructors.	SFSU Bookstore
52. 3 - 24	Spring 2017 CR/NC option sign-up deadline.	Registrar
53. 3 - 27	College Deans' reports on selection of Department Chair/Equivalent Unit Director.	Provost/V.P., Academic Affairs via Faculty Affairs
54. 3 - 31	Preliminary Budget 2016-17 for colleges and academic units.	AVP, Academic Resources
55. 3 - 31	Fiscal Affairs year end deadlines for FY 2016-17. Go to the Fiscal Affairs website: http://fiscaff.sfsu.edu/ .	Fiscal Affairs
56. 4 - 3	Last day for Departments to file Advancement to Candidacy and Proposal for Culminating Experience Requirement forms for Summer/Fall 2017 graduation.	Division of Graduate Studies
57. 4 - 10	Temporary faculty application dossiers for range elevation.	Department Chairs/Equivalent Unit Directors
58. 4 - 14	Last day for colleges to submit 2017 Provost Scholar award nominees.	Division of Graduate Studies

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59. 4 - 14	Names, contact information and nomination forms for Graduate Distinguished Achievement Awards.	Division of Graduate Studies
60. 4 - 14	Names and contact information for faculty department representatives for Graduate Recognition Ceremony.	Division of Graduate Studies
61. 4 - 15	Text requisitions for Fall 2017 due from departments/instructors.	SFSU Bookstore
62. 4 - 17	Names and contact information of hood recipients for Commencement/Honors Convocation from colleges and Special Major.	Provost/V.P., Academic Affairs
63. 4 - 17	Names and contact information of undergraduate departmental honorees for Honors Convocation from departments.	Provost/V.P., Academic Affairs
64. 4 - 17	Names of faculty departmental representatives for Honors Convocation from departments and programs.	Provost/V.P., Academic Affairs
65. 4 - 17	Faculty custom cap and gown purchase deadline for Commencement.	SFSU Bookstore
66. 4 - 24	Remarks about hood recipients for Honors Convocation from colleges and special major.	Provost/V.P., Academic Affairs
67. 4 - 28	Faculty applications for retirement must be filed in Human Resources to be included in Emeritus listing for Spring 2017.	Human Resources
68. 4 - 28	Evaluation of tenured faculty from department chairs/ equivalent unit directors for filing in Faculty Affairs (Post Tenure Review).	Faculty Affairs <i>VIA</i> Deans
69. 5 - 1	Applications from temporary faculty seeking appointments for Fall 2017.	Department Chairs/Equivalent Unit Directors
70. 5 - 1	Departments'/Programs' range elevation recommendations for temporary faculty.	Deans
71. 5 - 19	Faculty SFSU hood colors only cap and gown rental deadline for Commencement. To place orders after the deadline, contact the Bookstore (a late fee will be charged).	SFSU Bookstore
72. 5 - 19	Requests for Fall Semester 2017 Extended Learning teaching assignments for both existing and new courses from faculty/departments/colleges.	Dean, College of Extended Learning
73. 5 - 22	Deans' range elevation recommendations for temporary faculty.	President <i>VIA</i> Faculty Affairs
74. 5 - 25	Last day to file Report of Completion of Culminating Experience Requirement form and/or approved thesis or written creative work for Spring 2017 graduation.	Division of Graduate Studies

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75. 6 - 01	Summary of all grade appeals heard by department and college grade appeals committees: number of cases heard and the result of each case.	Provost/V.P., Academic Affairs
76. 6 - 01	Spring 2017 grades due.	Registrar
Summer 2017 Information		
77. 8 - 11	Last day for undergraduate and graduate students to file an application for degree and/or credential for Summer/August 2017 graduation.	Registrar/Division of Graduate Studies
78. 8 - 11	Last day to file Report of Completion of Culminating Experience Requirement form and approved thesis or written creative work for Summer/August graduation, 2017.	Division of Graduate Studies
<i>*(RTP Items): Date report is given to faculty member.</i>		